

EMPLOYEE TRAINING SERIES

HOW TO LOGIN TO FEPAAS

EVENT SHORT-CUT

EMPLOYEES: IF YOU ARE REQUIRED TO ACCOUNT FOR YOURSELF AND DO NOT HAVE A PASSWORD OR ACCESS TO A CAC'D COMPUTER:

SELECT THE 'PERSONAL INFORMATION' OPTION. LOGIN WITH YOUR SSN, DATE OF BIRTH, AND LAST NAME.

SUPERVISORS: IF YOU ARE LOGGING IN TO FEPAAS TO ACCOUNT FOR EMPLOYEES OR MONITOR EMPLOYEE STATUS, YOU MUST ENTER FEPAAS USING YOUR CAC

Purpose

- When logging into FEPAAS via a computer connected to the Internet, the user will select from one of three methods to access the system.

This instruction will show you how to login to
FEPAAS

FEPAAS Login Page

Once you've typed the URL into the browser's address field and pressed the Enter key, you should see the login landing page.

<https://fepaas.whs.mil>

Fourth Estate Civilians, and their Families
To update your contact information and account

All Fourth Estate Support, Authorized Personnel and Staff
(must have been granted access by command)

Click Here

Click Here
(CAC Required for Access)

Includes Civilian Employees as well as their Family Members affected by an event.

To perform duties for Supervisor, Personnel Accountability, Analysis & Reporting and other related tasks.

Login Problems
If you have problems accessing FEPAAS, [click here](#) to send an email for assistance. Please include your name, phone number and ORG ID (if possible) in order for us to contact you. Please, do **NOT** include SSN/DOB.

Contact FEPAAS Support This is an Official U.S Fourth Estate Web Site Privacy & Security Notice

Done Internet 100%

FEPAAS Login Page

Select
“Fourth
Estate
Civilians,
and their
Families”



The screenshot shows the FEPAAS login page. At the top, there is a banner featuring the Department of Defense seal and the text "FEPAAS | FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM". Below the banner is a collage of various military and government logos, including DOD, USAF, USN, USMC, USCG, WHS, and ARI. The main content area has two main sections: "Fourth Estate Civilians, and their Families" (with a "Click Here" button) and "All Fourth Estate Support, Authorized Personnel and Staff" (with a "Click Here" button). A red arrow points from the text in the blue box on the left to the "Click Here" button in the "Fourth Estate Civilians" section. On the right side, there is a sidebar titled "What is FEPAAS?" which contains a detailed description of the system's purpose and functionality, along with a list of what it allows personnel to do. At the bottom of the page, there are links for "Contact FEPAAS Support", "Privacy & Security Notice", and a note about SSN and DOB usage. The status bar at the bottom right shows "Internet" and "100%".

What is FEPAAS?

Fourth Estate Personnel Accountability and Assessment System (FEPAAS) standardizes a method for the Fourth Estate to account, manage, and monitor the recovery process for personnel and their families affected and/or scattered by a wide-spread catastrophic event. The FEPAAS provides valuable information to all levels of the Fourth Estate chain of command, allowing commanders to make strategic decisions which facilitate a return to stability.

FEPAAS allows Fourth Estate Personnel to do the following:

- Report Accounting Status
- Update Contact/Location information
- View Reference Information

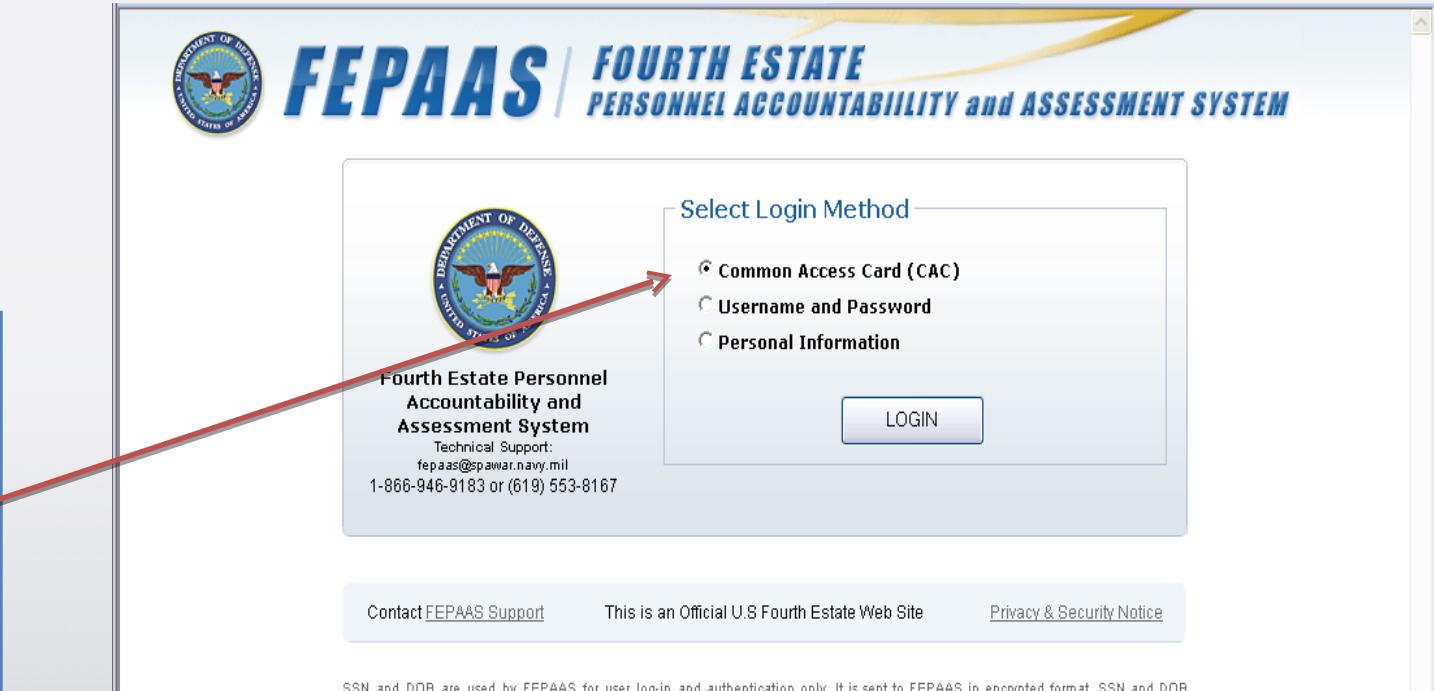
FEPAAS Login Page



The screenshot shows the FEPAAS login page. At the top, there is a banner with the text "DEPARTMENT OF DEFENSE" and "UNITED STATES OF AMERICA" on the left, followed by "FEPAAS / FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM". Below the banner, there is a logo of the Department of Defense. On the left side, there is a sidebar with the text "Fourth Estate Personnel Accountability and Assessment System", "Technical Support: fepaas@spawar.navy.mil", and "1-866-946-9183 or (619) 553-8167". In the center, there is a "Select Login Method" section with three radio buttons: "Common Access Card (CAC)" (selected), "Username and Password", and "Personal Information". Below these buttons is a "LOGIN" button. At the bottom of the page, there are links for "Contact FEPAAS Support", "This is an Official U.S Fourth Estate Web Site", and "Privacy & Security Notice". A note at the bottom states: "SSN and DOB are used by FEPAAS for user log-in and authentication only. It is sent to FEPAAS in encrypted format. SSN and DOB information already resides in FEPAAS and is not captured and stored from log-in. It is not displayed in FEPAAS in any form and is not used for any purpose other than U.S Fourth Estate-approved personnel accountability. Users can change their password from DOB after log-in by going to the "MyInfo" page."

FEPAAS Login Methods - CAC

Common Access Card (CAC) requires CAC reader, CAC, and PIN.



NOTE: CAC entry is required for supervisors to view employee records or account for employees.

FEPAAS Login Methods- Username / Password

Username
and
password
method
requires .mil
email
address and
password



The screenshot shows the FEPAAS login interface. It features the Department of Defense seal at the top left. Below it is the system name: "Fourth Estate Personnel Accountability and Assessment System". Underneath the name are the technical support details: "fepaas@spawar.navy.mil" and the phone number "1-866-946-9183 or (619) 553-8167". To the right is a "Select Login Method" section with three radio button options: "Common Access Card (CAC)", "Username and Password" (which is selected), and "Personal Information". Below these are input fields for "Email" and "Password", both with placeholder text. A note states that the initial password is the sponsor's Date of Birth and last 4 of their SSN. At the bottom is a "LOGIN" button.

Select Login Method

Common Access Card (CAC)
 Username and Password
 Personal Information

Email:

(e.g., Sponsor's .mil addr)

Password:

(YYYYMMDDXXXX, e.g., 197602294321)

Initial password is the sponsor's Date of Birth and last 4 of their SSN.

LOGIN

First time login: Username: your .mil email address
Password: Birthdate in YYYYMMDD format and
last four of SSN (ex: 197504181234)

FEPAAS Login Methods - Personal Information

Personal Information requires your social security number, DOB and Last Name



The image shows the FEPAAS login interface. It features the Department of Defense seal at the top left. Below it is the text "Fourth Estate Personnel Accountability and Assessment System". Underneath that, there is technical support information: "tepaas@spawar.navy.mil" and the phone number "1-866-946-9183 or (619) 553-8167". To the right is a "Select Login Method" section with three radio button options: "Common Access Card (CAC)", "Username and Password", and "Personal Information", which is selected. Below this are input fields for "Sponsor SSN" (with a note "(No dashes or spaces)" to its right), "DOB" (with dropdown menus for DD, MM, and YYYY), and "Last name". A red arrow points from the text in the blue box on the left to the "Last name" field. At the bottom right is a "LOGIN" button.

Select Login Method

Common Access Card (CAC)
 Username and Password
 Personal Information

Sponsor SSN: _____ (No dashes or spaces)

DOB: DD MM YYYY

Last name: _____

LOGIN

Note: this method is for accounting during an event when the other two methods can't be used

FEPAAS Login Methods - Personal Information

Logging in to FEPAAS with personal information will display the following screen; Click Next.

The screenshot shows the FEPAAS login interface. At the top, there is a logo of the Defense Logistics Agency (DLA) and the text "FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM" followed by "DEFENSE LOGISTICS AGENCY (DLA)". On the right side of the header is a "Logout" button. Below the header, there is a blue navigation bar with links for "Home", "Update Info" (which is highlighted), "Reference", and "Help". The main content area has a title "Update-Only Access". A red diagonal line is drawn across the page from the bottom-left towards the center. Inside the main content area, there is a message in red text: "To Protect your privacy, logging in with personal information will not allow you to view any of your current information in FEPAAS; you can only update it." Below this, in black text, it says: "If you wish to view and update your information, please Logout, then login again with your CAC or username and password." Underneath that, there is a section titled "Update Information Steps" with three numbered steps: 1. Accounting for yourself and dependents (if required for the event), 2. Displaced Location (if you had to evacuate), and 3. Contact Information. Below these steps is a note: "Note: Information you enter is saved after each of the above steps." At the bottom of the page, there is a yellow callout box containing text: "If you or your family need IMMEDIATE help with basic necessities such as food, shelter, or medical care, please call 1-866-946-9183 or (619)553-8167". An arrow points from the text "you can only update it." towards this callout box. At the very bottom right of the page, there is a "Next >" button.

Conclusion

Choose the option that best fits your situation.

The 'Personal Information' option should only be used during an event when the other two options are not available.



The screenshot shows a login interface for the 'Fourth Estate Personnel Accountability and Assessment System'. At the top left is the official seal of the Department of Defense. To its right, the system's name is displayed in bold capital letters: 'Fourth Estate Personnel Accountability and Assessment System'. Below the name, there is contact information: 'Technical Support: tepeas@spawar.navy.mil' and the phone number '1-866-946-9183 or (619) 553-8167'. On the right side of the screen, there is a 'Select Login Method' section. It contains three radio buttons: 'Common Access Card (CAC)', 'Username and Password', and 'Personal Information'. The 'Personal Information' option is selected, indicated by a checked radio button. Below this section are input fields for 'Sponsor SSN' (with a note '(No dashes or spaces)'), 'DOB' (with dropdown menus for DD, MM, and YYYY), and 'Last name'. At the bottom right is a blue 'LOGIN' button.

Choose the option that best fits your situation.

The 'Personal Information' option should only be used during an event when the other two options are not available.

Fourth Estate Personnel Accountability and Assessment System

Technical Support: tepeas@spawar.navy.mil
1-866-946-9183 or (619) 553-8167

Select Login Method

Common Access Card (CAC)

Username and Password

Personal Information

Sponsor SSN: _____ (No dashes or spaces)

DOB: DD MM YYYY

Last name: _____

LOGIN